

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION

Summary of Minutes

July 26, 2005

Voting Members Present:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Ray Allen, Assistant Chief, Tucson Fire Department
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County, Arizona Sheriffs
Gordon Gartner, Chief, Payson Police Department
Tracy Montgomery, Commander, Phoenix Police Department
Danny Sharp, Chief, Oro Valley Police Department
Kermit Miller, Deputy Chief, alternate for Richard Miranda, Chief, Tucson Police Department
Dan Wills, Chief, Sedona Fire Department
Kenneth Witkowski, Chief, Gila River Indian Community Police Department
Dewayne Woodie, Captain, Ganado Fire District/EMS
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

Jan Hauk, President, Arizona Fire District Association/Buckeye Valley Fire District
Kathleen Paleski, Commander, Northern Arizona University Police Department

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Kevin Rogers, Project Manager, Public Safety Communications Commission
Terry Conner, Commander, Public Safety Communications Commission
Deidra Strickland, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:04 p.m. by Chairman David Felix. Roll call was taken as noted above and a quorum was declared present.

Approval of Minutes from May 24, 2005

Chairman Felix called for a motion to accept the minutes of the May 24, 2005 meeting. Chief Danny Sharp presented a motion for approval of the minutes. The motion was seconded by Chief Kenneth Witkowski and was unanimously carried.

Presentation of Macro Corporation Final Report

(PowerPoint presentation given by Mr. Kevin Rogers, Project Manager, PSCC, Arizona Department of Public Safety.)

Mr. Kevin Rogers gave an overview and history of how the Macro report was funded, created and initiated, the purpose to be served by its process, and what final outcome was accomplished from its completion.

Phase I of the Macro report was centered on information gathering with interviews being conducted across the state with additional participation by means of a detailed online web-based questionnaire. Phase I covered radio issues where service coverage was lacking, outdated/unreliable equipment/infrastructure, incidents of interoperability restrictions and interference, and requests for more funding. Each agency/user identified different degrees where interoperability was lacking and/or other problem areas.

Phase II's primary goals and objectives were to make a selection of a mobile radio system design with substantial radio coverage capacity to serve public safety statewide, satisfy our interoperability requirements, and recommend a governance structure and project organization system for the state to design, procure and implement. Based on their findings, Macro came up with 3 system configurations: 1) Project 25 digital UHF trunked system, 2) Project 25 digital UHF, and 3) Project 25 digital 700.

After consideration of the needs, a recommendation was made in favor of Project 25 digital 700 MHz trunked system for the state. Mr. Rogers made it clear to the Commission that this is still only a recommendation and was not being presented for a vote to the commissioners. Since the Macro report, there is still much more work to be considered and done.

Mr. Rogers stated that the following recommendations made by Macro were either in progress or have been completed:

- 1) Establish the PSCC as a legal entity in the state with budget and staff. (Completed)
- 2) Establish a project team under the PSCC. (In progress)
- 3) Continue to market the concept of the system through the PSCC. (In progress)
- 4) Take the necessary steps to procure statewide microwave network and associated infrastructure. (In progress)
- 5) Expand the current state interagency radio system. (This is a project being worked on with Division of Emergency Management and will soon be rolled out.)
- 6) Educate dispatchers and all potential users on the correct operation of IARS and develop standard operating procedures for the system. This item was #1 as referenced in ConOps.
- 7) Lastly, have a gateway device such as an ACU-1000 available in the state to address those on-scene, short-term, immediate interoperability needs. The Division of Emergency Management has accomplished this task with five mobile vans throughout the state.

Mr. Rogers advised the Macro report is quite lengthy but there is an Executive Summary to the report on the PSCC website (www.azdps.gov/pssc) plus the report is also on CD. To request a copy of the CD, simply give Mr. Rogers or the PSCC Support Staff a call and we will be glad to make one for you.

As stated by Chairman Felix, the Macro report was probably the most comprehensive study done for the state at that time but there is still more work to be done. Chairman Felix asked Chief Dan Wills if it was his intent or thought that we would discuss the Macro report and make a decision about a particular architecture. Chairman Felix stated the intent of the presentation today was strictly informational and to also bring to our attention what came out of the report and what has been completed as a result of it. Chief Wills and Sheriff Hal Collett both agreed the Macro

report should be looked at as a reference document and a tool for both the SIEC and PSCC for future use. No other comments from the commissioners were made.

Mr. Curt Knight mentioned several Macro report recommendations worth re-emphasis - permanent establishment of the PSCC, the re-deployment of the IARS/AERS radio system, improvement upon our policies and procedures which are also recognized in our ConOps document.

Presentation of the PSCC's Concept of Operations (ConOps)

(PowerPoint presentation given by Mr. Paul Denvir, Senior Consultant, Gartner Group Inc.)

Chairman Felix provided an introduction to the Concept of Operations as being the bridge document toward a future architecture.

Mr. Paul Denvir gave a brief summarization of the ConOps document which included an update on the ConOps project status, summary of critical success factors and what next steps need to be taken. Also discussed was the PSCC timeline and major activities to achieving statewide interoperability.

ConOps Project Status – Gartner reported they are approaching the end of their project and are hoping commissioners will adopt the ConOps document today if appropriate.

ConOps Presentation – Presentation given by Gartner today will be the one used as a communication tool for all audiences and stakeholder groups once we identify the 3 groups the PSCC would like to present to.

In conclusion of the presentation and before the ConOps can be adopted, Chief Wills stated there was language in several areas of the ConOps referencing a “standards-based system.” He suggested this be changed as it implies more than one standard which is incorrect. Mr. Denvir stated it was a good point and suggested the wording could be changed or revised so it doesn't give that meaning. Mr. Denvir pointed out the PSCC is not trying to define a standard yet as there are many issues out there and they must remain flexible. After some discussion among various individuals regarding the verbiage/wording of the “standards-based system” phrase, Chief Wills agreed a platform or a couple of platforms are needed to reduce the event of having different operating standards.

Captain Mike Worrell suggested the language be changed to standards as defined by the PSCC then it would be a state of Arizona standard rather than a technical standard. Chief Wills suggested if we as a group said this is the standard of the PSCC for the state of Arizona then our mission would be accomplished. Mr. Knight added we should also include the need for a standards-based infrastructure as well.

Chairman Felix asked for other comments and questioned if we were directing Mr. Denvir to change language in the document as it refers to “standards-based systems.” Comments made suggested the wording needed to be more defined reflecting user requirements with Mr. Denvir agreeing to revise.

Chairman Felix asked the commissioners for any other comments, concerns, time to review the presentation and/or the ConOps document. He also asked if the commissioners were ready to approve the document as it stands today. Chairman Felix noted he would like to present the completion of our ConOps document in the form of a media release, i.e., commissioner's signing ceremony or some other public event for the educational aspect of it. He stated as the InterAgency Radio System (IARS) starts to evolve and as other milestones occur, the PSCC needs to keep the public aware of the progress they are making toward achieving interoperability.

Chief Sharp stated it was a good solid document and recommended the need to move forward so the PSCC can begin to demonstrate some short-term wins and show some forward movement and accomplishments. Chief Witkowski stated he had reviewed the document and personally was more interested in short-term goals at this point due to the need for a policy and procedures standard for the state. Other commissioners also expressed their desire to move ahead with approving the ConOps document today.

Chairman Felix questioned if there was a way, in the form of a motion, to approve the ConOps document as it currently stands today with some caveat about being able to review/modify it, if necessary, by some deadline? Legal representative, Assistant Attorney General Ms. Lisa Maxie-Mullins recommended we approve the document and reserve the right to make changes in the future. Chief Sharp moved, "I approve the Concept of Operations as presented this date as a guide for the PSCC with the understanding that the Commission can revisit its contents as necessary." The motion was seconded by Chief Gordon Gartner and was unanimously carried.

Sheriff Collett stated he would like 14 copies of the ConOps document as he would like to distribute it at the next Sheriff's Association meeting to be held in September. Mr. Knight stated once cosmetic changes were made we could accommodate his request.

Mr. Knight indicated the Commission should identify three key stakeholders groups that Gartner would present the ConOps document to. He stated we are not bound, as of yet, by a time frame to deliver these presentations. The following were identified by the commissioners as potential key stakeholders to market our ConOps document to with the Joint Legislative Budget Committee (JLBC), Office of Strategic Planning and Budgeting (OSPB), and the Governor's Cabinet being the most critical as well as the Arizona League of Cities and Towns.

- 1) JLBC/OSPB
- 2) Governor's cabinet
- 3) Arizona League of Cities and Towns (conference September 20???, in Mesa)
- 4) Inter-Tribal Council
- 5) Associations (Sheriff's, Police Chiefs, Fire Chiefs and Fire Districts)
- 6) EMS
- 7) Collateral agencies (ADOT, etc.)
- 8) Southwest regional Homeland Security summit (Next year)
- 9) POW WOW (Sierra Vista)
- 10) Public safety audience (fire, police, law enforcement)

Chairman Felix directed staff to identify the three stakeholder groups for Gartner and to also prepare information on where we are at with interoperability to satisfy inquiries being received.

Presentation on DEMA/AERS Project

(PowerPoint presentation given by Mr. Tony Busam, Project Manager, RCC Consultants with radio interoperability DEMA (Department of Emergency Services and Military Affairs) project.)

Mr. Tony Busam spoke on the following subjects: project overview, transition from IARS (Inter-agency Radio System) to AERS (Arizona Emergency Radio System), statewide local involvement and zones, policies and procedures, and outreach. The following topics are briefly covered below.

Project Overview – Funding for this project is expected to reach \$6.4 million and came from Division of Emergency Management through Homeland Security funds earmarked specifically for the intent of achieving a concept of interoperability (voice/radio communications) for the state of Arizona. This project was tasked with developing near-term solutions based on a 15-county study.

IARS to AERS Transition – IARS within Arizona was funded by Arizona APCO (Association of Public-Safety Communications Officials International, Inc.) and has been in operation for over 10 years but with limited coverage. To reach out to more users, the IARS to AERS transition expanded the intent of the network to be inter-disciplined (law enforcement, fire protection, and emergency medical services or first responders). With the increased potential of use, the expansion of the IARS to AERS migration took place with the addition of the 800 MHz, fire and mutual aid statewide. Under the statewide zone concept, RCC will promote the use of CTCSS (Continuous Tone Coded Sub-audible Squelch, also known as PL) with a single statewide CTCSS and 3 discreet CTCSS tones throughout Arizona. Today, the IARS network is comprised of 17 remote communication sites and will eventually build out to a network of nearly 50. Currently, all existing tower sites are owned by DPS and they should have enough room and power within their enclosures to accommodate the entire AERS suite (known as 4 radios – the 800, UHF, the existing VHF law, and the fire and mutual aid) being installed.

Local Involvement – RCC Consultants engaged in an extensive dialogue and provided some management tools to all 15 counties. Data gathered was for the purpose of taking an inventory of frequencies, what was being done currently with any grant or local funds, learn of anticipated funding for next year and third year out to identify their needs. A study of future installations was conducted with specific recommendations being made and associated costs.

Policy and Procedures – AERS is not for day-to-day communications, but for interagency coordination, inter-disciplined response, and command and control. RCC Consultants is recommending ownership of AERS be given to PSCC and SIEC. Under that policy and procedure, RCC must find the design, operations, the use and agencies authorized to program the AERS frequencies in their radios. That also means communications centers must be identified that are capable of controlling the network. Initially, the three regional DPS dispatch centers are being asked to step up and take ownership/control of monitoring the network use. RCC is recommending PSCC be the responsible entity for those activities.

Outreach - Currently, first responders in all 15 counties are requested to supply the make, model, quantity and types of radios, channel capability and free channel capability. All that information will need to be inventoried. In addition, DEMA is budgeted to reprogram or replace all the radios in the state if the radios are incapable of being programmed with the AERS frequencies. RCC is asking that the outreach be done by the Commission. Simply, RCC is asking agencies to fill out the forms as presented by their county point of contact, get it back into the system so programming can be accomplished. To facilitate, RCC has produced a draft letter to be mailed to law, fire and EMS first responders around the state with Mr. Busam offering to help with the process. Mr. Busam felt if the correspondence to these agencies came from the PSCC they would be more responsive as these agencies are inundated with requests for surveys.

Based on the survey, Chairman Felix questioned if the agencies single point of contact and the inventory of their user equipment would be used to determine the funding for programming of those individual devices, mobiles or portables and would the cost be to the agency? Mr. Busam explained they have a rough order of magnitude for the funding dollar amount and the cost would not be to the agency. RCC, by agency and/or discipline, is looking to get an inventory of mobiles and portables and understand what the capabilities of those radios are for programming or replacement with RCC requesting that equipment purchased be capable of accepting the new frequencies and PL's.

Mr. Knight asked about a recommended minimum count of radio channels that should be available for this. Mr. Busam responded typically they would like to see at least 9-10 channels available.

In conclusion, Chairman Felix reported he would follow RCC's recommendation of using staff to facilitate the mailing and retrieval and will proceed. Mr. Busam advised he would be willing to assist staff to see it through. No further questions were asked.

SIEC (Statewide Interoperability Executive Committee) Report to the Commission
(Captain Paul Wilson, co-chair of the SIEC, reported on their activities.)

Chairman Felix introduced Captain Paul Wilson who briefed the Commission on the activities of the SIEC meeting held today, July 26, 2005.

Captain Wilson asked for the Commission's consideration in taking action to formalize the structure of the SIEC. The co-chairs of the SIEC are Mr. Paul Wilson, Captain, Pima County Sheriff's Department, and Mr. John Maldonado, Deputy Chief, Phoenix Fire Department. The other members selected were Mr. Scott Tillman, Manager, DPS Telecommunications Bureau, and Mr. Mark Venuti, Director, Guardian Medical, a medical provider out of Flagstaff. These individuals represent the voting positions. The SIEC is still working on recruiting an individual interested in the position of representing the Arizona Division of Emergency Management. In addition, Mr. Dan Wells, Commander, DPS Narcotics Enforcement Bureau is still interested in serving as a co-chair of the Operational working group, and Mr. Kevin Rogers, Project Manager, PSCC has volunteered to co-chair the Technical working group. The Administrative working group is no longer needed now that the PSCC Support Staff can offer their assistance in that area. Individuals who held positions in the previous structure of the SIEC are no longer available or unable to serve in those capacities.

Captain Wilson mentioned a number of names of individuals interested in participating in the SIEC have been gathered and they will begin calling upon those individuals to recruit second co-chairs for each of those working bodies in addition to others we simply would like to participate in the process. By establishing the working groups and not having those working groups be a part of a decision making or voting body it can afford them the flexibility of being able to conduct their activities in a more flexible manner. SIEC will continue to hold the open and public meetings and debate at the SIEC voting body level. Any decisions made at that level would then be brought to the PSCC for the final authority. Captain Wilson is requesting your acceptance of this structure and the four members who have volunteered at this point to be voting members.

Chief Sharp asked Captain Wilson if it was his desire to have the structure made up of individuals from fire, police, EMS and Division of Emergency Management representatives. In addition, Captain Wilson responded with a technical representative too. Chief Sharp questioned the representation of the SIEC should someone leave as he felt more comfortable if the underlying structure of this group be established with someone from police, fire, EMS, technical, etc. Captain Wilson favored a smaller representation of disciplines in that their authority is really going to exist as far as bringing recommendations back to the PSCC which is already representative of a broader community.

Chief Wills motioned to accept the structure for the SIEC as presented by Captain Wilson. Motion was seconded with some discussion following on acceptance of recommendations for the proposed members. Chairman Felix's vote on acceptance of the SIEC structure only, as briefed by Captain Wilson, passed unanimously.

Chief Wills put forth a separate motion that the PSCC appoint and approve the 2 chairs of the SIEC. Chairman Felix reiterated the motion for clarification which was then put to a motion again by Chief Wills which read "I make a motion that we appoint Captain Paul Wilson and Chief John Maldonado as the co-chairs of the SIEC and that subsequent membership is left to those chairs." Motion was seconded and unanimously carried.

At the request of Chairman Felix, Captain Wilson provided some input on what he envisioned the operational area of the SIEC doing. This group should come up with a statewide guide as to the operational plans for communications as it relates to the interoperability spectrum the state has authority over - the UHF, VHF, and 700 MHz bands. Specifically, look at ICS plans and the scalability of that and how the communications plan goes into those operations. The information presented today from Gartner in particular will help identify what those priorities are. As the ConOps was laid out, there were certainly some things deemed to be a higher priority than others and focus would be on those areas. Once the operator's needs are known, the technical staff can then start to determine how to achieve those things. Several groups in the state are already working on similar kinds of things from the Arizona Regional Review Committee for 800 MHz to the Division of Emergency Management on the AERS project, and also the Urban Areas Security Initiative (UASI) group in the Phoenix area are having to come up with a tactical interoperable communications plan in order to avail themselves of future funding. All of them in some form or fashion are trying to achieve the same thing the SIEC is going to be looking to do for UHF, VHF and 700. Some of the work already done can help to feed the work groups to build upon and/or perhaps take, without re-creating the wheel, some of those efforts. Primary

focus needs to be on the operational planning itself and how agencies interoperate when responding to emergencies and how communications helps to support that. No other questions were asked of Captain Wilson.

In conclusion, Captain Wilson stated the SIEC planning efforts should be on the Division of Emergency Management by trying to build those short-term solutions with the AERS network.

Chairman Felix thanked Captain Wilson and stated with having a set date for the TOPOFF 04 event activities should start coming together with that as a motivator.

Date, Time and Location of Next Meeting

October 26, 2005 (Wednesday) at 1:00 p.m.

Pueblo Grande Museum

4619 East Washington Street, Phoenix, Arizona

Clarification was requested for our public signing ceremony of the ConOps document. Chairman Felix asked the commissioners if a public, formal signing ceremony for October was planned would that be something the commissioners would be open to? Chief Wills agreed. Chief Sharp requested a variety of dates be offered from which to choose from for this event. Chairman Felix offered to come up with some dates and will proceed from there with the public signing.

Call to the Public

Mr. Jon Huish, State Land, stated he understood the need for a frequency in each band but didn't understand the concept for 2 frequencies in the same band. Chief Wills, Mr. Rogers, and Mr. Knight all responded to his question, clarifying the need for multiple VHF channels to facilitate interoperability between disciplines in the short term.

No other comments from the public were made.

Recommendations for Future Meetings

Chairman Felix expressed to the Commission members they can contact the PSCC Support Staff directly if they have information or anything that needs to come to the Commission.

Chairman Felix expressed his thanks to Mr. Knight and his staff for the work done up to now. With virtually nothing, it is interesting to see how this is coming along and to formalize this whole process, like other groups such as AZPOST and Arizona Criminal Justice Commission. Mr. Knight has worked really hard to make sure you are in the loop on a variety of things including articles he spots out of publications that may be of interest.

No recommendations for future meetings were made.

Adjournment

Chairman Felix asked for a motion to adjourn. Motion to adjourn was made, seconded and unanimously carried. Meeting adjourned at 2:54 pm.